



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NASSAU COUNTY

PLEASE POST  
ANNOUNCEMENT #10903

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**POSITION TITLE:** SENIOR COURT CLERK PART-TIME JG:21

**LOCATION:** SUPREME COURT, NASSAU COUNTY  
100 SUPREME COURT DRIVE  
MINEOLA, NEW YORK 11501

**BASE SALARY:** \$56,057 @ 50% + **LOCATION PAY** \$3,555 @ 50%

**CLASSIFICATION:** TEMPORARY

**QUALIFICATIONS:** TWO (2) YEARS OF PERMANENT SERVICE IN ANY COMPETITIVE  
TITLE IN THE UNIFIED COURT SYSTEM;  
OR  
A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY;  
OR  
AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

**DISTINGUISHING FEATURES OF WORK:** SENIOR COURT CLERKS ARE ASSIGNED TO COURTS IN NEW YORK CITY, NASSAU COUNTY, SUFFOLK COUNTY, AND THE NINTH JUDICIAL DISTRICT. SENIOR COURT CLERKS SERVE AS PART CLERKS SWEARING WITNESSES, POLLING JURORS, MAINTAINING CUSTODY OF EXHIBITS AND KEEPING COURT MINUTES IN INDIVIDUAL ASSIGNMENT SYSTEM AND OTHER PARTS. AS PART CLERKS, SENIOR COURT CLERKS ARE RESPONSIBLE FOR THE SUPERVISION OF UNIFORMED COURT PERSONNEL WHO HAVE PEACE OFFICER STATUS AND WHO GUARD PRISONERS AND MAINTAIN SECURITY IN THE COURTROOM. SENIOR COURT CLERKS ALSO WORK IN COURT OFFICES WHERE THEY SUPERVISE COURT ASSISTANTS AND OTHER COURT PERSONNEL ENGAGED IN PROCESSING PRISONER CORRESPONDENCE, REVIEWING CALENDARING DECISIONS, MOTIONS FOR SUFFICIENCY AND PREFERENCE, AND ORDERS FOR CONFORMANCE WITH DECISIONS. SENIOR COURT CLERKS MAY ALSO SUPERVISE A FULL-TIME BRANCH OFFICE OF A COURT STAFFED BY COURT ASSISTANTS, BE DESIGNATED TO ACT IN THE ABSENCE OF THE CHIEF CLERK OR COMMISSIONER OF JURORS, AND PERFORM OTHER RELATED DUTIES.

**ASSIGNMENT:** THE SENIOR COURT CLERK (PART TIME - 50%) WILL SERVE AS A PART CLERK EITHER ASSIGNED TO A JUDGE, OR AS A "FLOATER CLERK" AS NEEDED ADDITIONAL DUTIES MAY INCLUDE BEING ASSIGNED TO THE COURT INFORMATION CENTER TO ASSIST THE SELF-REPRESENTED, OR ASSIGNED TO ANY DEPARTMENT, UNIT OR OFFICE OF THE SUPREME COURT TO REVIEW AND ASSIST WITH PAPERWORK AS NEEDED. THE PERSON SELECTED MUST BE ABLE TO MULTI TASK AND HAVE EXCELLENT COMMUNICATION SKILLS. COORDINATION WITH THE JUDGES, ATTORNEYS AND LITIGANTS AS WELL AS OUTSIDE AGENCIES IS NECESSARY. IN ADDITION, THE INDIVIDUAL SELECTED MUST HAVE COMPUTER AND KEYBOARDING SKILLS FOR DATA ENTRY, CALENDAR WORK AND RECORDING OF COURT PROCEEDINGS AS REQUIRED. **THE PERSON SELECTED MUST CURRENTLY, OR AT SOME POINT IN THE PAST, HAVE SERVED AS A SENIOR COURT CLERK OR BE ON THE CURRENT SENIOR COURT CLERK LIST.**

**GENERAL INFORMATION:** THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSONS ASSIGNED TO THIS TITLE. THEY DO NOT INCLUDE ALL JOB DUTIES PERFORMED BY EMPLOYEES IN THE TITLE AND EVERY POSITION DOES NOT NECESSARILY REQUIRE THE SAME DUTIES. ALTHOUGH A POSITION IS AVAILABLE AND SITUATED AT A SPECIFIC LOCATION, THE APPOINTEE MAY BE SUBJECT TO REASSIGNMENT TO ANY POSITION IN THE SAME TITLE IN THIS PROMOTION UNIT DEPENDENT UPON THE NEEDS OF THE UNIFIED COURT SYSTEM. ALL APPLICATIONS RECEIVED FROM THIS ANNOUNCEMENT MAY BE USED TO FILL ANY VACANCIES IN THIS TITLE THAT MAY OCCUR IN THIS COURT OR AGENCY WITHIN THE NEXT THREE (3) MONTHS. POSITION(S) AVAILABLE AT THE PRESENT TIME: ONE (1)

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE AT THE COURT ADMINISTRATION OFFICE, ROOM 136, SUPREME COURT BUILDING, MINEOLA) OR ON THE WEB AT [HTTP://WWW.NYCOURTS.GOV/CAREERS/UCS5.PDF](http://www.nycourts.gov/careers/ucs5.pdf) AND/OR A RESUME TO:

KATHRYN HOPKINS, ESQ.  
CHIEF CLERK  
SUPREME COURT  
100 SUPREME COURT DRIVE  
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: MAY 6, 2009

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: MAY 27, 2009

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.